# POSITION DESCRIPTION

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| Position | **Nurse Consultant – Professional Development** | **Direct Reports** | Clinical Nurse and Midwife Educators  Administration team |
| **Responsible To** | Director of Nursing and Midwifery | **Location** | Rotorua and Taupo |
| **Financial Delegations** | To be confirmed | **Date** | April 2024 |
| **Relationships Internal** | Lakes District Management Team  Service Managers  Clinical Nurse Managers  Clinical Nurse Directors  Nurse Specialists  Nursing Staff  Allied Health Staff  Midwifery staff  Medical Staff  Healthcare Assistants  Other Departments | **Relationships External** | Health Workforce Directorate  Nursing Council NZ  Education/training providers  Regional and National Colleagues |

Nurse Consultant Professional Development

Director of Nursing and Midwifery

Reporting Structure:

Group Director of Operations

## Primary Purpose(s) of the Position

The Nurse Consultant, Professional Development is a key nursing leadership position within Health NZ Lakes District.

The role will work in partnership with the Director of Nursing and Midwifery, Clinical Nurse Educators, Clinical Nurse Managers, Clinical Nurse Directors, other internal and external stakeholders, and key operational staff to provide professional nursing leadership, knowledge, education and strategic advice throughout Lakes District.

The Nurse Consultant Professional Development is viewed as the representative of the DONM on Professional Development in each service, and may represent the DONM at local, regional and national forums. The role may also be required to work with Te Manawa Taki Regional senior nurse colleagues to roll out strategic workforce and education priorities etc.

The role will manage nursing education and training processes. In particular post graduate education, Nursing Entry to Practice Programme (NETP) and the Professional Development Recognition Programme (PDRP) as well as other programmes both internally and externally funded.

The role manages the staff in the Professional Development Unit (PDU).

The role will ensure that systems and processes are developed to enable the Professional Development Unit to effectively drive quality and practice improvements in clinical areas.

| Key Objectives | **Expected Outcomes** |
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| To provide effective line management of the Professional Development Unit (PDU) | * Provide line management to Educators and administrators employed in the unit as per Lakes policies and service requirements. * Provide timely and clear feedback to educators and administrative staff regarding performance. * Contribute to service/quality planning activities in conjunction with the DONM and the Educator group. * Take a leadership role in implementing service initiatives with a nursing focus. * Provide leadership/role modelling to senior nursing staff to ensure that nursing philosophy and practice standards are consistent with evidenced-based nursing practice and the vision and philosophy of Lakes District. * Has regular meetings with direct reports regarding performance appraisal and performance against objectives. * Ensure information from meetings is fed back to DONM or others as appropriate. * Make recommendations to DONM as required on team activities/performance. * Maintain overview of the clinical/professional issues and trends affecting nursing learning and development and assist with the implementation of action plans to address and monitor effectiveness. * Work with the DONM and Educator group to ensure effective policies and processes are in place to ensure nurses have access to good quality learning and development opportunities that reflect the needs of the services. * Work with the CNMs and the Clinical Nurse Directors to ensure that Service Level Agreements are in place regarding the work of the Professional Development Unit. |
| To contribute to the development of Nursing and Midwifery workforce planning | * Provide input into the Strategic Lakes District, Nursing and Midwifery Workforce planning processes, ensuring that nursing learning and development issues are considered. * Work with the DONM and others to establish medium and long-term planning in relation to learning and development activities. * Contribute to the further development, implementation of progression and processes, and evaluation of the professional development programmes for nursing staff. * Ensure that processes are in place for the management of Post-Graduate, NETP, PDRP and any other externally funded programmes. * Provide reports to the DONM on the performance of learning and development programmes used within Lakes District. * Work in collaboration with regional colleagues in this regard. |
| Communication | * Develop and maintain internal and external key partnerships crucial to the success of the role. * Communicate effectively, positively and courteously. * Resolve problems and conflicts effectively. * Work with HR on workforce matters as appropriate. * Establish and maintain effective local, regional and national networks. * Collaborate with other health professionals to ensure a quality service. * Promote a team environment which enhances partnership and co-operation. * Demonstrate ability to access information systems as appropriate. * Ensure that documentation meets organisational standards. * Develop and encourage a customer focus. * Role model the use of delegation and supervision skills effectively. * Produce reports as appropriate. * Foster positive attitude in respect to any future national/regional change management requirements. |

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| To collaborate with Clinical Nurse/Midwife managers and Clinical Nurse/Midwife Directors to ensure effective performance management of staff | * Provide leadership and support that develops Nurses/Midwives in line management to effectively address performance deficits within the service related to professional/clinical issues. * Support CNMs/CMMs with competence reviews as requested |
| To maintain own professional Development | * Maintain own clinical competence within area of speciality practice. * Participate in annual performance review and process to identify ongoing professional development requirements. * Monitor national and international trends in the areas of nursing practice. * Participate in own professional development activity as agreed by DoNM. |
| **Other Requirements** | * Undertake assignments or projects that relate to learning and development as directed from time to time by the DONM. * Assist DONM in providing organisational level advice to CEO regarding learning and development issues. * Support response to emergency situations for example civil defence emergencies or industrial action. |

| Key Objectives | Description | Expected Outcomes |
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| **Communication and Personal Interaction**  **Te Ringa Hora**    ***the open hand (denoting someone who is sociable)*** | Openly communicates and cooperates with all levels of District employees, patients and visitors. | * Listens actively, absorbs message and responds appropriately. * Builds effective working relationships. * Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation. * Openly and constructively participates in conversations with multi-disciplinary teams, patients, managers and visitors. * Patients and visitors are appropriately welcomed and treated while within the hospitals and its facilities. * Collegiality with team and wider organisational staff and teams. * Accepts differences of opinion can occur but these happen respectfully and without any continued animosity. |

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| **Strategy & Performance**  **Te Ringa Raupā**    ***the roughened hand (symbolising a hard worker)*** | Spends energy on delivering role requirements and meeting objectives. | * Has an energetic approach to work and is self-motivated. |
| Organises own time to deliver on required tasks and duties. | * Accepts direction and instruction of manager but is able to work effectively without direct guidance. * Organises time and resources effectively and work towards achievement of organisation goals and objectives |
| **Development and Change**  **Te Ringa Ahuahu**    ***the hand that shapes or fashions something (refers to someone who is innovative)*** | Accepts change in day to day practices and contributes to decision making of the team. | * Constructively makes suggestions to improve process or practices and gain efficiencies. * Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress * Work with manager and team to make any changes to practice work. |
| Makes suggestions to increase efficiency of the unit. | * Demonstrates positive attitude and responsiveness to opportunities for improvement. * Is solution focused. |
| **Personal Accountability**  **Te Ringa Tōmau**    ***the hand that is trustworthy*** | Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice. | * Offers and receives constructive critique of practice and self. * Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations to allow improvements to be made. * Fosters the implementation of organisational and nursing goals and values, promotes Lakes as a centre of excellence for nursing practice. * Advises manager wherever issues maybe impacting on performance. * Recognises areas that could be improve in own practice. * Requests learning and development opportunities to enhance practice in role and/or to assist where improvements can be made. |
| Looks for and undertakes development activities appropriate for role and career development. | * Recognises areas that could be improved in own practice and takes action to address those needs. |
| **Culture and Values**  **Te Ringa Taurima**    ***the hand that nurtures, encourages, supports*** | Operates in line with Lakes values and expectations and professional codes of conduct. | * Demonstrates manaakitanga, respect, integrity and accountability in every day performance. * Incorporates the Lakes Way into day to day business activities. * Demonstrates the culture and the agreed behaviours of Te Iti Kahurangi. * Shows respect for patients, colleagues, managers, multi-disciplinary team and others. * Uitilises the Lakes way to engage with patient/family/visitors and MDT. * Demonstrates manaakitanga, respect, integrity and accountability in everyday performance. * Incorporates the Lakes Way into every day, business activity. * Demonstrates the culture and the agreed behaviour of Te Iti Kahurangi * Shows respect for patients, colleagues, managers and MDT |

| Compulsory Requirements | Expected Outcomes |
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| **Māori Health**  Māori philosophies and values of health are demonstrated in work practice. | * Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and in the planning and delivery of services. * Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. * Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. * Māori are enabled to access and participate in cultural activities provided by the Lakes. * A commitment to improving the wellbeing of Māori by increasing cultural knowledge within Lakes is shown. |
| **Te Iti Kahurangi**  The Lakes Way, Our Place Our Culture. | * Works within the Te Iti Kahurangi framework and supporting guide document. |

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| **Record Keeping** | * Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records. |
| **Quality & Risk**  Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve. | * Employees are supported to lead by example and implement a culture of continuous quality improvement. * Risks that may prevent Lakes from achieving its goals are identified, reported, and managed. * Māori patients are provided patient-centred care to achieve positive Māori health outcomes. * Needs of Māori are reviewed and reported in the further development of practice, process and or policy. * Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology. * Quality care is provided to certification standards. |
| **Health & Safety**  Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines. | * Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements. * Healthy lifestyles are actively promoted and participated in, within the work area. * Employees participate in Health and Safety within areas of work. * Health and Safety activities are appropriately documented within specified timeframes. * Health and Safety policies have been read and understood and are applied in the workplace. * Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately. * Any opportunities for improving Health and Safety are reported and acted upon in a timely manner. * All near misses/incident/accidents are reported to the appropriate line manager within 24 hours. |

### Signatures:

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| **Line Manager:**  Position Description Approved: |  | **Employee:**  Acceptance of Position Description: |  |

*(Please also initial all other pages to show acceptance of position description.)*

| Person Specification | Essential | Desirable |
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| **Education and Qualifications** | * Registration with the Nursing Council of New Zealand (NCNZ). * Current Annual Practising Certificate * Computer skills – windows, Word, Excel, Access, Outlook * Bachelor of Nursing or equivalent completed * Post-graduate qualification relevant to role | * Master’s degree or equivalent completed or in progress |
| **Experience** | * Previous nursing leadership experience * Minimum of 5 year’s recent experience since registration in relevant area * Previous nursing leadership experience | * High level of written and verbal communication; * Report writing skills; * Knowledge and experience of performance management; * Priority setting/time management; * Problem solving/planning; * Conflict management skills; * Knowledge of current issues within nursing; * Research skills; * Teaching experience; * Ability to work independently and be a team member; * Knowledge and understanding of medico legal and ethical responsibilities; * Computer skills; * Experience in professional education. |

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| **Knowledge** | * Te Tiriti O Waitangi in the provision of health care services and support to Māori. * Te Tiriti O Waitangi in practice, process, policy development and decision making. * Health and Disability Code of Consumer Rights 1996 * Health Information Privacy Code 1994 * Nursing Council of New Zealand Code of Conduct 2004 * Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2005 * Treaty of Waitangi Act 1975 and its application to the health setting. | * Evidence of relevant professional development in specialty clinical knowledge and skills * Knowledge of Disability Support sector networks, Rehabilitation Sector and Maori systems and networks. * Have an awareness of Iwi and Hapu within the boundaries of region. |
| **Skills** | * Pronunciation of Te Reo Māori words and names. | * Proficiency in tikanga and te reo. |
| **Personal Attributes** | * Caring and compassionate attitude towards clients, whanau and co-workers. * Motivated and self-directed. * Excellent interpersonal skills. * Adaptability and flexibility. * Prioritisation, time and workload management skills. * Works well within team to achieve collective outcome. | * Non-smoker preferred.      * Flexibility and lateral thinking. * Commitment to ongoing post graduate education. |

## About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of wellbeing, and ora - describing the state of wellness.

### Strategic Mission

* Achieve equity in Māori health.
* Build an integrated health system.
* Strengthen people, whanau and community wellbeing.

### Three Core Values

**Manaakitanga** Respect and acknowledgment of each other’s intrinsic value and contribution.

**Integrity** Truthfully and consistently acting collectively for the common good.

**Accountability** Collective and individual ownership for clinical and financial outcomes and sustainability.

## Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



## Te Tiriti O Waitangi

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Health NZ Lakes is committed to the framework of the New Zealand Public Health and Disability Act (2000) in supporting the Crown’s commitment to upholding its Tiriti promises.